Employability & Careers Centre
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Student Jobs &Volunteering

Student Jobs

Most students will look to earn some money through **part-time employment** alongside studies and / or through **casual seasonal work** during vacations.

Whilst this type of work is often not related to future career goals (as an internship or work placement might be) it can be a good way of earning extra cash to supplement student loans.

Whilst limited employment can be beneficial it is important to be sensible about the number of hours you take on in order to make sure that there is no impact on your studies.

In fact student jobs can significantly enhance your CV as it will develop many of the skills employers value such as *team working, customer service, initiative and time management* to name but a few.

For jobs on and off campus

Register with **Unitemps** recruitment service to receive details of part-time and temporary vacancies on and off campus - www.unitemps.co.uk/

University of Surrey, Employability & Careers Centre online vacancy service
Check our online vacancy database which covers:
term time jobs, vacation opportunities and *graduate jobs*.
For details go to: https://surrey.prospects.ac.uk/ *register to receive vacancies via email*

Additional vacancy sites for local job opportunities

- www.e4s.co.uk Employment for Students (term time and vacation work)
- www.gov.uk/jobsearch Search for vacancies locally and nationally
- www.gumtree.co.uk
- www.studentgems.com
- www.indeed.co.uk
- www.fish4.co.uk/jobs/guildford/ Local jobs in the Guildford area
- www.scattergoods.co.uk Local Hospitality and Catering positions
- www.ussu.co.uk/classifieds/Pages/Classifieds-and-Jobs.aspx (Jobs advertised by the Students' Union)
- http://jobonline.thecareersgroup.co.uk/ Follow temporary jobs link (London area)
- www.londonjobs.co.uk/

Opportunities with staffing agencies

A number of major agencies will offer temporary work including staffing for major events including Race Meetings, Major Sporting Events etc

- At Your Service www.ays.co.uk/apply
- Off to Work www.offtowork.co.uk/
- Compass www.jobsatcompass.co.uk/jobs/
- Sodexo www.sodexojobs.co.uk/jobs

Part Time Work Fairs

The Employability & Careers Centre organises an annual **Part Time Work Fair** which provides a great opportunity to meet a range of recruiters. In 2017 the event is scheduled to take place in **Rubix** on **Wednesday 25th October 2017 (12.00 – 14.00).**

Check our ***Careers Events Calendar*** for the latest details of this and many other careers events: www.surrey.ac.uk/careers/whatson/

The following organisations attended our fair last year and are happy to be contacted by students:

- Coyles: www.coyles.co.uk
- Care UK: www.careukhealthcare.com/healthcare-jobs
- Exclusive Hotels & Venues: www.exclusive.co.uk/people
- GLive: https://glive.co.uk/Online/Careers_Guildford
- Grove Tutors: www.grovetutors.co.uk/
- Magical Maths Club: https://magicalmathsclub.com/
- Tutor Doctor: www.tutordoctor.co.uk/become-a-tutor/

Recruitment agencies

There are a number of recruitment agencies in Guildford that may provide part-time and temporary work. For details of agencies try:

- Checking www.yell.com under Employment Agencies
- Searching via Agency Central - www.agencycentral.co.uk
- Using the searchable database on the REC website www.rec.uk.com/membership/member-directory

Direct approaches to possible employers

Try direct approaches to possible employers. Shops, bars and restaurants often have vacancies for part-time shop assistants, waiting staff etc. Many retail companies will be recruiting additional staff for the Christmas period from early autumn – look out for advertisements in stores.

Additional Information

Getting a National Insurance (NI) number

When you start work your employer will ask for your National Insurance (NI) number. If you do not have an NI number, you should apply by telephone for an NI number by telephoning the **National Insurance number application line** on: **0345 600 0643**. Lines are open Monday – Friday, 8am – 6pm.

You may then be invited to an interview held at a Job Centre Plus office. You are allowed to start work before you receive your NI number so long as you can prove that you do have the right to work in the UK. For further details go to: www.gov.uk/apply-national-insurance-number

Minimum wage

As an employee you are legally entitled to receive the National Minimum Wage for the work you do. Find details here: www.gov.uk/national-minimum-wage-rates

Volunteering

Another good way to gain experience is via voluntary opportunities. As the name suggests, these are generally unpaid but can provide you with valuable work experience that also benefits a good cause.

A wide range of opportunities with charities or voluntary organisations can be found locally:

- https://do-it.org/ - a database of voluntary work by postcode and type of work
- www.ussu.co.uk/community/volunteering

Some private employers also offer unpaid work experience. Please note: There are particular rules which apply to unpaid work experience with private employers, and the work an employer can ask you to undertake before they are obliged to pay you the minimum wage.

Find out more here: www.gov.uk/employment-rights-for-interns

Making sure opportunities are genuine

When looking for work please be aware that most websites will not vet or fully research the practices of the employers that advertise with them. Wherever you see a vacancy advertised (even if it is through our vacancy service), make sure you are happy with the terms of employment, rate of pay etc.

It is important to realise that you do not have to accept any offer of work. If you have any concerns you can seek advice from:

- Student Services Centre www.surrey.ac.uk/currentstudents/ask/
- Employability & Careers Centre www.surrey.ac.uk/careers
- Citizens Advice Bureau www.guildfordcab.org.uk

Remember, if something sounds too good to be true, it probably is!

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